



Constitution of Fiji Teachers Union

As Amended and Approved by the Annual General Meeting – 2024

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CONSTITUTION OF FIJI TEACHERS UNION

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VISION

The Fiji Teachers Union strives to become a vibrant, dynamic and independent institution dedicated to the rights, interests and welfare of its members.

MISSION

The Fiji Teachers Union will strive to achieve economic development, social cohesion and justice by upholding the values of solidarity, fairness, equity and equality at the work place.

OBJECTIVES

The fundamental objectives of Fiji Teachers Union are:

- To promote and defend the rights, well-being and interests of teachers in the work-place;
- To continually enhance the quality of life and improve the conditions of teachers;
- To promote and sustain the unity of Fiji Teachers Union, ensure total Unionization of all teachers irrespective of their creed, state of origin, gender and their political beliefs;
- To promote and defend trade Union and human rights, the rule of law and democratic governance;
- To establish relationship and co-operation with labour movements the world over; and
- To promote and sustain positive industrial relations practice by strengthening collective bargaining.

Part 1 Preliminary

1. Name of Union

The name of the Union shall be FIJI TEACHERS UNION.

2. Title and Application

(1) This document shall be cited as the Constitution of the Fiji Teachers Union

(2) This Constitution shall commence on a date or dates approved in the Annual General Meeting of the Fiji Teachers Union.

(3) This Constitution shall bind all members and officers of the Fiji Teachers Union.

3. Interpretation

In this Constitution, unless the context otherwise requires the terms listed below shall have the following meanings:

“AGM” shall mean Annual General Meeting

“Constitution” shall mean the Constitution of the Fiji Teachers Union

“District” shall have the same meaning as government districts

“Employed in the Teaching Profession” shall mean a person whose primary form of employment during is to provide education to students in the primary, secondary and tertiary educational institutions on a full-time basis but shall also include persons primarily engaged in the administration of educational imputations and persons employed in the Ministry of Education whose immediate prior employment was either to provide education to students or to administer education institutions.

“EGM” shall mean Extra Ordinary General Meeting

“MABS” shall mean Mutual Aid Benefit Scheme

“Registrar” shall mean the Registrar of Trade Unions

“Secretariat” shall mean the Secretariat of the Fiji Teachers Union

“Teaching profession” shall mean a teacher in full time employment in:

- (a) Preschool or kindergarten
- (b) Primary school
- (c) Secondary school Vocational
- (d) Tertiary institution
- (e) In the Ministry of Education holding positions between an Education Officer to the Permanent Secretary

But shall exclude:

- (a) Persons retired from teaching who are involved with Managing Authorities of schools in any capacity

- (b) Part time teachers of culture and religion who are employed by Managing Authorities of schools and shall include priests and chaplains
- (c) Ancillary staff at educational institutions.
“Teacher-related organization” – those organisations who are affiliated to the teaching fraternity and teacher focused environment.
- (d) “Union” shall mean Fiji Teachers Union

4. Objectives

The objectives of the Union shall be:

- (a) To secure the complete organization in the Union of all workers employed in the teaching profession; and teacher related organisation
- (b) To obtain and maintain just and proper salary, hours of work, other conditions of labour and generally to protect the interest of members;
- (c) To manage the relations and to settle disputes between members and employers and between members and other workers, by amicable agreement where ever possible;
- (d) To promote a spirit of mutual respect and understanding between Ministry of Education/ Public Service Commission; and the Union and to secure the establishment of a recognized and permanent machinery for negotiation with employers.
- (e) To provide for members and in certain circumstances their families, any or all of the following benefits and such others as the Annual or an Extra-Ordinary General Meeting may decide: -
 - (i) Monetary relief as governed by Mutual Aid Benefit Scheme.
 - (ii) Death gratuities and funeral expense as governed by Mutual Aid Benefit Scheme
 - (iii) Educational fees for employees / special programmes of study to which a member is nominated by Union.

- (iv) Nominal compensation to members for loss arising out of trade disputes.
- (v) Legal advice and legal assistance in so far as the assistance relates to relief available to members under the Employment Relations Promulgation 2007 where necessary in connection with employment of members.
- (f) Generally, to promote the material, cultural, educational and recreational welfare of members and their families in any lawful manner by the provision of educational facilities, clinics or other undertakings which the Annual or an Extra- Ordinary General Meeting may from time to time deem expedient.
- (g) The furtherance, by financial assistance or otherwise of the work or purpose of any lawful association or trade Union federation having for its objects the promotion of the interests of labour, trade Unionism of trade Unionists.
- (h) To acquire any real or personal property for the purpose of the Union and to sell any other real or personal property as may not be needed by the Union and in particular land, buildings and chattels and to borrow or raise money upon the security thereof and to secure the same or the repayment or performance of debt, liability, contract guarantee or other engagement incurred or to be entered into by the Union in relation to in such manner as the Union may deem fit and in particular by mortgage , bill of sale or other charge and to redeem or pay off any such securities.
- (i) The establishment, carrying on, or participation, financial or periodical, bulletin book, pamphlet or other publishing or printed literature in the interests of, and with the main purpose of furthering the lawful interests of the Union or its members.
- (j) The promotion of legislation in the interest of members.
- (k) To maintain and uphold the faith in the Union's motto "The Child Our Hope" and to make concerted effort in the fulfillment of the fundamental aim that is the birthright of every child to receive the fullest and best education.

- (1) To organize, manage and control in co-operation with the Ministry of education and the School Management Committees such extra – curricular activities as refresher courses for teachers, education day for schools and sports among school children.

5. Constitution to be the Supreme Authority

The Constitution shall be the supreme governing rules of the Union.

6. Union is a Body Corporate

The Union shall be a registered trade Union pursuant to the ERP and any successor legislation and shall be capable of entering into contracts, suing or being sued in its own name, shall have the power to acquire, hold real and personal property.

7. Registered Head Office

- (1) The registered office of the Union shall be at 1-3 Berry Road, Suva or such other places as decided upon the Executive Committee subject to the approval of the Annual General Meeting of the Union.
- (2) The registered postage address of the Union shall be Post Office Box No. 2203, Government Buildings Suva, Fiji.

8. Union to Be Registered and Maintain Registration

The Union shall be registered with the Registrar of Trade Unions and shall do all reasonable things to maintain such registration.

Part II Membership

9. Eligibility

- (1) Membership shall be open to any person ordinarily resident in Fiji employed in the teaching profession and teacher related organization.
- (2) After 40, members are not eligible for insurance eligibility or as per the resolution of the Annual General Meeting.

10. Application

- (1) A person may apply for membership by completing a Membership Application form approved by the National Executive from time to time together with any necessary documents and/or information required by the said form.
- (2) The completed Membership Application form must be submitted to the General Secretary in any of the following forms:
 - (a) By personal delivery to the registered office of the Union.
 - (b) By sending the Membership Application form to the General Secretary via registered post.
 - (c) Electronic means provided for on the Union website. Original forms must be received by GS for vetting/audit purpose.

11. Approval

- (1) The General Secretary shall vet and approve any application for membership provided:
 - (a) The Membership Application Form is duly filled.
 - (b) The applicant submits all the relevant documents and/or information
 - (c) The applicant meets the eligibility criteria.
- (2) Upon the approval of membership, the Secretariat shall notify the member of such an approval.
- (3) The General Secretary shall have the powers to request any additional information and/or documents from any applicant that the General Secretary deems necessary for the purposes of processing any such application.

12. Branch Affiliation

- 1) Members of the Union shall become affiliated to a branch of the Union either in their area of service or permanent residence during the week.

- 2) Change of Branch- the following criteria needs to be met.
 - (a) School Transfer Letter from MOE
 - (b) Branch Transfer form to be duly signed by the member, witnessed by Justice of Peace (Transfer form)
 - (c) All branch transfer must be done before the branch Annual General Meeting unless change in workplace.

13. Honorary Members

- (1) Members retiring from the teaching profession and no longer decision of the Executive Committee, be remain honorary members of the Union.
- (2) Honorary members shall not be entitled to:
 - (a) vote in any elections of the Union including branch elections;
 - (b) vote in any matter being decided in the AGM or the EGM of the Union including branch AGM or EGM;
 - (c) contest any elections of the Union including branch elections unless expressly permitted by Part V of the Constitution; or
 - (d) bring any motion of no confidence against any elected or appointed officer of the Union including officers of the branch.
 - (e) To become Branch Delegates for the purposes of the AGM or the EGM.
- (3) The Honorary members shall be a beneficiary of the Mutual Aid Benefit Scheme (MABS) upon payment of full contribution per annum.

14. Alternate Profession - Permanent Include Teacher institutions - FNU, FTRA, TELS, UNIFIJI, FHEC (ONLY TEACHING STAFF), COPE (STAFF ONLY)

Members of the Union leaving the teaching profession for any reason and being permanently employed in a different undertaking, industry, occupation, trade or profession from those with which the Union is concerned with, shall be deemed to have resigned from the Union at the date of the cessation of the employment in the teaching profession.

15. Alternate Profession – Temporary

Non-Teaching Officer - MOE, Established Support Staff (ESS)

- (1) Unemployed members of the Union finding temporary work in a different undertaking, industry, occupation, trade or profession from those with which the Union is concerned with shall be permitted to retain their membership up to a maximum period of six months after securing such temporary work.
- (2) In the event that the member is unable to secure permanent employment in the teaching profession within the 6 months permitted, the member shall be deemed to have resigned from the Union.

16. Member Subscription

- (1) The fortnightly membership subscription of the Union shall be \$10.00 which shall be payable by all member.
- (2) The fortnightly membership subscription and Self-Funding Medical Insurance Levy may be changed from time to time as decided by the AGM or the EGM of the Union.
- (3) Honorary members shall pay \$130.00 or any other sum decided by the AGM or the EGM from time to time.

17. Arrears of Subscription

- (1) Members who are more than 13 weeks in arrears of subscription shall not be entitled to any Union benefits and shall not be permitted to vote at any Union Meetings.
- (2) Members whose subscriptions are more than twelve months in arrears shall be deemed to have resigned from the Union.

18. Mutual Aid Benefit Scheme

The purpose of the MABS is to assist the members and their families with medical benefits as stipulated in the MABS as per terms and conditions.

19. Retirement of Members

Members retiring from the teaching profession shall be deemed to have resigned from the Union unless such members become honorary members within 90 days of the retirement of the members.

Part III General Meetings

20. Annual General Meetings

The Annual General Meeting shall be held in the First Term school vacation every year at a time and place to be decided by the Executive Committee or as decided by Executive Committee based on circumstance of national significance.

21. Notice of AGM

The General Secretary of the Union shall notify the members of the Union of the date, time and venue of the AGM of the Union as decided by the Executive Committee in the following manner:

- (a) by notice to the branches of the Union who in turn shall notify its members; and
- (b) by publishing a notice of the AGM including the date, time and venue of the AGM in a daily newspaper at least 14 days prior to the AGM.

22. Business of AGM

The business of the Annual General Meeting shall be to:

- (a) receive reports from the Executive Committee;
- (b) review the past work of the Union, and to plan future policy;
- (c) receive the audited accounts for the previous financial year and to consider the financial position of the Union;

(d) consider any other business.

23. Resolutions

- (1) Resolution from Branches are to be submitted through the Branches to the Secretariat 21 days before the AGM.
- (2) Members who are not eligible to be affiliated to a branch by the reason of their area of service or residence during the days being outside a district where the Union has a branch may submit their resolutions to the Secretariat.
- (3) Except for resolutions submitted to the Secretariat 21 days before the AGM, the AGM shall only consider resolutions put forward to it by the Executive Committee. and/ or moved from the floor during the AGM, to be adopted in the next AGM.

24. Agenda

The General Secretary, on the instructions of the National Executive, shall prepare an agenda for the AGM or for an EGM and shall publish such agenda by including such an agenda with the notice of the AGM or EGM in at least one newspaper circulating in Fiji not less than 14 days before the AGM or EGM.

25. Extra-Ordinary General Meeting

The EGM may be called by the Executive Committee or at the request of two thirds or more of the total number of members of the Union.

26. Notice of EGM

The General Secretary of the Union shall notify the members of the Union of the date, time and venue of the EGM of the Union as decided by the National Executive in the following manner:

- (a) by notice to the branches of the Union who in turn shall notify its members; and

- (b) by publishing a notice of the EGM including the date, time and venue and business of the EGM in a daily newspaper at least 14 days prior to the EGM.

27. Business of EGM

The EGM shall be restricted to the matters contained in the agenda of the EGM.

28. Resolutions of the EGM

The resolutions passed at the EGM shall have the same validity as the resolutions passed in the AGM.

29. Attendance & Quorum of General Meetings

- (1) Quorum for the AGM and EGM shall be at least 75% of the total Union delegates.
- (2) Except for the decisions regarding any changes of the Union, or the amalgamation with another Union, all decisions taken by the AGM shall be valid if passed by majority vote of all delegates present.

30. Voting

- (1) Except for matters expressly stated to be decided by secret ballot, voting shall be by show of hands.
- (2) Matters may be decided by secret ballot should 50% or more of the Union delegates seek a secret ballot.
- (3) **Only Branch Delegates shall be entitled to vote in the AGM or the EGM.**

31. Secret Ballot

All decisions in respect of the following matters shall be taken by secret ballot:

- (a) Election or dismissal of Officers of the Union including Branch Officers of the Union;

- (b) Election or dismissal of the members of the Executive Committee;
- (c) Imposition of levies;
- (d) Amendment of the Constitution of the Union;
- (e) Amalgamation of the Union with another trade Union;
- (f) The federation of the Union with any other trade Union or with a Trade Union federation;
- (g) All matters relating to strike and lockouts; and
- (h) Dissolution of the Union.

32. Branch Delegates

- (1) Branch delegates shall be representatives of the members of the Branch and shall have the power to attend the AGM and the EGM on behalf of the members of Union from a particular branch and shall represent the members of a particular branch in matters before the AGM or the EGM.
- (2) A Branch shall have the powers to vote for matters capable of being voted on at the AGM or the EGM.
- (3) A Branch shall be entitled to have one (1) Branch Delegate for every ten (10) members of the Union registered in a particular branch. Honorary members shall not be included as members of the Union for the purpose of determining the number of Branch Delegates that a Branch may appoint.
- (4) Branch Delegates shall be appointed by the Branch Executive Committee of the respective Branch prior to each AGM or EGM.
- (5) The Branch Secretary shall notify all members of a Branch of any Branch Delegate being contemplated and seek from the members expressions of interest to be appointed Branch Delegates for the AGM or the EGM as the case may be.
- (6) The Branch Executive Committee shall make the appointment of the Branch Delegates from the list of members who have expressed an interest to be a Branch Delegate.
- (7) In the event the list of members expressing an interest to be a Branch Delegate is below the number of Branch Delegates that

Branch is entitled to, the Branch Executive Committee may appoint members of the Branch Executive Committee failing which the Branch Executive Committee may appoint member of the Union who are not in the Branch Executive Committee (who have not already been appointed as Branch Delegates) as Branch Delegates.

- (8) Honorary members shall not be appointed as Branch Delegates for any Branch.
- (9) Upon the appointment but at least seven (7) days prior to the AGM or the EGM, the Branch Secretary must forward to the Secretariat a list of Branch Delegates for each AGM or EGM. Failure to submit a list of Branch Delegates to the Secretariat may result in the Executive Committee disqualifying a Branch and its Branch Delegates from voting at the AGM or the EGM. In the event of withdrawal by a registered delegate, the Branch will appoint replacements and advise the secretariat.

Part IV Governing of the Union

Division I Executive Committee hereafter referred as National Executive

33. Establishment of the National Executive

There shall be a National Executive of the Union which shall be established and shall function in accordance with this part of the Constitution.

34. Functions of the National Executive

The National Executive shall govern the Union and conduct the affairs of the Union between the periods between the AGMs.

35. Composition of the National Executive

The National Executive shall be comprised of the following:

- (a) President
- (b) 3 Vice Presidents

- (c) General Secretary
- (d) Assistant General Secretary
- (e) General Treasurer
- (f) Personnel Officer
- (g) Publicity Officer
- (h) 3 members elected in the Union elections
- (i) 1 representative from each Branch of the Union
- (j) Women's Network Coordinator
- (k) Youth Representative

36. Meetings

The National Council shall meet at least once every 3 months or as per need.

37. Quorum

The quorum for the National Executive meetings shall be 50% of the members of the National Executive

38. Appointment to National Executive

In the event of a vacancy occurring on the National Executive caused by the office remaining unfilled at an election or by death, resignation, or dismissal of any member of the Executive Committee between two Annual General meetings or when, during such period, any member is unavoidably absent from Fiji and such absence is likely to extend for a longer period than three months, the vacancy shall be filled by an elected branch rep available in the National Executive Committee meeting through secret ballot appointment by a majority decision of the Executive Committee pursuant to Section 87.

39. Sub-Committees

- (1) The Executive Committee may appoint sub-committees from time to time to assist the National Council in carrying out its functions.

- (2) The National Council may make rules for any sub-committee and provide members of the sub-committee the terms of reference of such sub-committee.
- (3) The sub-committee shall not have powers to make any decisions for or on behalf of the National Executive unless such powers have been granted.
- (4) The sub-committees may make recommendations to the National Executive which shall not be binding on the National Executive.

40. Powers of the National Executive

The National Executive shall have the following powers:

- (a) to protect the funds of the Union against misappropriation or extravagance;
- (b) to give all necessary instructions as to the investment of the funds of the Union to such officers of the Union as are responsible for such matters;
- (c) to appoint staff for the operations of the Union;
- (d) to appoint subcommittees for assistance to the National Executive in the management and administration of the Union;
- (e) to conduct disciplinary proceedings against members of the Union
- (f) to interpret the Constitution and the rules of the Union between AGM's and EGM's.

41. Decisions of National Executive

The decisions of the National Executive shall be binding on all members of the Union.

42. Subscription of the National Executive Members

All officers and members of the National Executive must have fully paid subscriptions.

Division II Executive Committee

43. Establishment of the Executive Committee

An Executive Committee shall be established by the National Executive at the Post Conference Meeting of the Executive Committee after the AGM of the Union.

44. Function of the Executive Committee

The Executive Committee shall have functions in the administration and operations as assigned to it from time to time by the National Executive.

45. Composition of the Executive Committee

The Executive Committee shall comprise of elected members either virtual or face to face meetings.

46. Eligibility

Members of the National Executive shall be eligible for the appointment to the Executive Committee.

47. Meetings

The Executive Committee shall meet at least once every month and/or when the need arises.

48. Quorum

The quorum for the Executive Committee shall be 50% of the members of the Executive Committee.

49. Powers of the Executive Committee

The Executive Committee shall have the powers delegated to it by the Executive Committee and shall also have powers to make recommendations to the National Executive. Any such National Executive recommendation shall not be binding on the National Executive.

50. Decisions of Executive Committee

All decisions of the Executive Committee shall be subject to ratification by the National Executive Council Meeting.

51. Establishment of the Disciplinary Committee

A Disciplinary Committee shall be established by the Executive Committee at the first meeting of the National Executive after the AGM of the Union.

52. Functions of the Disciplinary Committee

The Disciplinary Committee shall have functions in regards to the disciplining of the members of the Union.

53. Composition of the Disciplinary Committee

The Disciplinary Committee shall comprise of a minimum of three (3) members and a maximum of five (5) members and at least one of whom shall be a Principal Officer (National President or its nominee)

54. Eligibility

Members of the National Executive shall be eligible for appointment to the Disciplinary Committee.

55. Meetings

The Disciplinary Committee shall conduct disciplinary action against members of the Union upon direction by the National Executive.

56. Appointment to Disciplinary Committee

Members of the Disciplinary Committee shall be appointed by the National Executive.

57. Vacancies

In the event of any vacancy in the Disciplinary Committee or in the event that the number of members of the Disciplinary Committee falls below the minimum required number, the Executive Committee may appoint a member of the Executive Committee to the Disciplinary Committee.

58. Powers of the Disciplinary Committee

The Disciplinary Committee shall have the powers delegated to it by the Executive Committee and shall also have powers to investigate complaints and conduct disciplinary proceedings against members.

59. Decisions of Disciplinary Committee

All decisions of the Disciplinary Committee shall be subject to ratification by the National Executive.

60 (a) Rules of the Disciplinary Committee

- (1) The Disciplinary Committee shall make rules in respect of the investigation and the disciplinary process from time to time and such rules shall comply with the Employment Relations Promulgation 2007 and adhere to the principles of fairness and natural justice.
- (2) The Disciplinary Proceedings Rules shall be made available to the members of the Union subjected to an investigation or a disciplinary hearing.
- (3) All decisions shall be executed within twenty-one (21) days and appeals to be done within seven (7) days.

60 (b) Appeals Committee

- (1) The Appeals Committee shall comprise of three (3) independent personnel's who would be guided by the General Secretary.
- (2) The independent body would be nominated by the National Executive.

Division IV Finance Committee

61. Establishment of the Finance Committee

A Finance Committee shall be established by the Executive Committee at the first Post Conference Meeting of the Executive Committee.

62. Function of the Finance Committee

The functions of the Finance Committee shall be to:

- (a) Scrutinize validity of all payments prior to sanctioning;
- (b) Scrutinize all receipts and deposits on weekly basis;
- (c) Scrutinize purchase/quotations and recommend the most appropriate to the Executive Committee;
- (d) Scrutinize monthly accounts and submit to Executive Committee for endorsement;
- (e) Ensure quarterly audit and provide the Executive Committee a report; and
- (f) Provide advice and recommendations to Executive Committee on sound financial management procedures.

63. Composition of the Finance Committee

The Finance Committee shall comprise of the General Treasurer and two (2) members of the Executive Committee.

64. Eligibility

Members of the Executive Committee shall be eligible for the appointment to the Finance Committee.

65. Meetings

The Finance Committee shall meet at least once a week or when need arises.

66. Quorum

The quorum for the Finance Committee shall be two (2) members.

67. Appointment to the Finance Committee

Any member of the Finance Committee appointed by the Executive Committee must be a member of the Executive Committee.

68. Vacancies

In the event of any vacancy in the Finance Committee or in the event that the number of members of the Finance Committee falls below the minimum required number, the Executive Committee may appoint a member of the Executive Committee to the Finance Committee.

69. Powers of the Finance Committee

The Finance Committee shall have the powers delegated to it by the Executive Committee and shall also have powers to approve routine payments.

70. Decisions of the Finance Committee

The Finance Committee shall at all times be accountable to the Executive Committee.

DIVISION V PUBLICITY COMMITTEE

- (a) Disseminate information about FTU.
- (b) Prepare newsletters.
- (c) Assist GS with preparing and editing of the Activities Report.
- (d) Prepare the Year Planner.
- (e) Update Journal Webpage and Facebook page.

DIVISION VI WOMENS WING

1. Introduction

The Fiji Teachers Union Women's Wing was formed because the Union leaders felt that it was one of the ways of encouraging

women to leaders become responsible, more active and effective in order to build confidence and ability.

2. Structure of the Women's Wing

- (1) A committee of nine (9) members shall be elected at the Annual Conference of Fiji Teachers Union Women's Wing.
- (2) The Committee shall be comprised of the following:
 - 1 Chairperson
 - 2 Vice Chairpersons
 - 1 Secretary
 - 1 Assistant Secretary
 - 1 Treasurer
 - 3 Committee Members

3. Election of the Office Bearers

- (1) The term of office bearers to be two (2) years.
- (2) All the positions to be contested for election after every two (2) years.
- (3) Elections to be conducted at the Women's Wing Annual General Meeting.
- (4) Officials to be elected from any Branch for each term.
- (5) As an affiliate of Fiji Teachers Union, show of hand is appropriate unless there is more than one candidate nominated for a particular post.

4. Quorum and meetings

- (1) The quorum for the AGM be made up of 50 members for the meetings.
- (2) Executive meetings are held quarterly.
- (3) Quarterly Executive Meetings to be conducted at the FTU Headquarters or otherwise as decided by NEWW.
- (4) A report on the meetings to be submitted to the National Executive.

5. Responsibilities of the office bearers

5.1 Chairperson

- (a) Preside at all meetings and call special meetings when necessary.
- (b) Represent the views of the women members of the Women's Wing in National Executive.

5.2 Secretary

- (a) Carry out duties delegated by the Chairperson.
- (b) Keep proper records of the minutes of all the meetings.
- (c) Prepare proper Annual Report for the Annual Conference.

5.3 Treasurer

- (a) To oversee the finance allocated for the Women's Wing's activities.
- (b) To keep proper record of the income and expenditure of the Women's Wing.
- (c) Prepare budget together with the Chairperson for the activities of the Women's Wing.
- (d) Present proper accounts at the meetings.
- (e) Prepare the accounts to be presented at the Annual Conference.

5.4 Vice Chairpersons

- (a) Preside over meetings in the absence of the Chairperson.
- (b) Carry out duties delegated by the Chairperson.
- (c) Assist the Chairperson in the smooth running of the Women's Wing.

5.5 Committee Members

- (a) Carry out duties delegated by the Chairperson.
- (b) Assist the Chairperson in the smooth running of the Women's Wing.

5.6 Assistant Secretary

- (a) To assist the Secretary in compiling the minutes.
- (b) Record the minutes of all the meetings.
- (c) Carry out the duties delegated by the Chairperson.

5.7 Branch Executives- Responsibilities

- (a) To co-ordinate and promote activities on behalf of the Women's Wing in the Branch.
- (b) Inform members of the matters of interest to women.
- (c) Liaise with Branch women members and the Women's Wing.
- (d) Support network activities in the Branches.

5.8 Branch Activities

- (a) Organize workshops, seminars, or social gatherings on issues of particular interest to women members.
- (b) Invite women as speakers to the meetings e.g. The Chairperson of the Women's Wing, a Trade Unionist, NGO's, etc.
- (c) Introduce Branch members to each other and offer to assist women in raising matters and presenting resolutions at branch meetings.
- (d) Encourage women to speak at branch meetings and to be nominated on branch positions.
- (e) Promote the attendance of women at branch meetings and the Annual Conferences.

5.9 Annual Conference

- (a) VENUE - To be held at the same venue as the Fiji Teachers Union Annual Conference
- (b) TIME - A session to be allocated for the Annual Meeting of the Women's Wing in the FTU Annual Conference program as decided by National Executive.

- (c) REPORT - A proper Annual Report and Financial Report to be presented at the Annual General Meeting

DIVISION VI: POLICY COMMITTEE

The Policy committee shall compromise of 4 members from the Executive Committee.

The PC shall be in charge of:

- (a) Prepare and review all Policies of FTU.
- (b) Present any changes/ review to NE before implementation.

Part V Officers of the Union

Division I Appointment of Officers

71. Election of Officers

The Officers of the Union except for a duly appointed representative from each of the Branches and the Branch delegates shall be elected in the manner prescribed herein.

72. Contestable Positions

The following shall be the positions which may be contested during elections:

- (a) 1 President
- (b) 3 Vice Presidents
- (c) 1 General Secretary
- (d) 1 Assistant General Secretary
- (e) 1 General Treasurer
- (f) 1 Publicity Officer
- (g) 1 Personnel Officer
- (h) 3 Executive Committee Members
- (i) 1 Women's Network Coordinator

73. Eligibility for Election

- (1) Persons must fulfil the following criteria in order to be eligible to be for election as an officer of the Union including branch positions:
 - (a) Be a member of the Union with membership subscriptions fully paid;
 - (b) Be engaged in the teaching profession for no less than 6 months;
 - (c) Not be disqualified to contest an election under section 127 of Employment Relations Promulgation 2007 Act 2018
- (2) The position of the General Secretary and the General Treasurer may be contested by a person outside the teaching profession pursuant to section 127(2) of the Employment Relations Promulgation.
- (3) Except for the position of the General Secretary and the General Treasurer, honorary members shall not be entitled to contest the Union election.
- (4) Nominees for the position of the General Secretary must meet the following criteria to be eligible to contest the post of the General Secretary:
 - (a) Sound administrative and Trade Union background and a good understanding of labour legislation for a minimum of five (5) years;
 - (b) Have sufficient and proven advocacy skills and National Union Leadership experience of five (5) years at National Level and ten (10) years at Branch Level;
 - (c) Shall not be convicted of any fraud or financial crime;
 - (d) Shall not be declared a bankrupt or have had any receiving order made against the nominee; and
 - (e) Have a sufficiently high standard of literacy so as to enable the nominee to perform the duties of the General Secretary, if elected, to have effective communication skills.

74. Nominations

Nominations for the position of the Officers of the Union shall be filled on the form available from the Fijian Elections Office (**FEO**) and must be delivered to the registered office of the Union by the date fixed by the Executive Committee for receipt of nomination.

75. Election Dates

- (1) The Executive Committee shall decide the date, time and venue for the elections at which members of the Branches shall cast their votes. Provided, however, the Executive Committee may in its discretion, having regard to transport, geographical or other problems faced by a Branch, decide that elections may take place at one or more places within the Branch.
- (2) At the time of fixing of the said dates, the Executive Committee shall be entitled to give any direction as to the elections and to appoint scrutineers generally, but shall attempt as far as possible to hold all the elections throughout Fiji at the same time.

76. Voting

- (1) All members other than honorary members, whose subscriptions are not more than thirteen (13) weeks in arrears, shall be entitled to vote in the elections.
- (2) Members of the Union must vote at the venues in their respective branches unless prior written approval has been granted by the General Secretary for the member to vote at the venue other than the nominated branch venue.
- (3) Members who have been granted approval to vote at the venue outside the members respective branch must present to the voting venue the member is voting at, the written authorization by the General Secretary in order to be permitted to vote at such a venue.

77. Secret Ballot

Voting shall be conducted by way of secret ballot.

78. Preparation of Ballot Forms

Immediately after the close of nominations, the Executive Committee shall meet and prepare the ballot forms and the office shall send adequate ballot forms to the Branches. The FEO shall scrutinize then disburse completed nomination forms.

79. Issue of Ballot Forms

The Treasurer/FEO of a Branch or other Officers appointed by the Executive Committee of the Branch shall be responsible for issuing ballot forms. Only one set of ballot forms shall be issued to each member.

80. Completion of Ballot Forms

- (1) All ballot forms must be filled in the place provided and each member shall signify his/her approval of the candidates by placing a tick in the spaces provided. The member shall then place the ballot forms in the sealed ballot box for the purpose. All ballot forms must be signed.
- (2) The Branch Executive Committee shall appoint persons to safeguard the ballot boxes.

81. Scrutineers

Each Branch shall appoint two or more scrutineers per each polling station, who shall be responsible for opening the ballot boxes and counting and checking ballot forms and to ensure that only eligible members have each been issued with the required number of ballot forms.

82. Counting

Immediately after the close of voting, the scrutineers shall count the ballot forms and sign a return of the result of the elections at the Branch level and shall forthwith submit the same to the General Secretary. The scrutineers shall also inform the Chief Scrutineer of the results of the election via a telephone call or facsimile.

83. Declaration of Results

The results of the election shall be announced by the scrutineers/Election Office to the members at Branch and the Returning Officer at the headquarters.

84. Appointment

The Elected Officers of the Union shall be installed at the conclusion of the AGM of the Union.

85. Term of Officers

Officers of the Union shall be elected for a term of **four (4) years** and shall be eligible for re-election.

86. Effect of Retirement of Officers

- (1) In the event of the retirement of an officer of the Union from the teaching profession and the subsequent failure of the officer of the Union to find alternate employment in the teaching profession within the permitted six (6) week period, the officer of the Union shall be deemed to have resigned as the position of the Officer at the end of the six (6) week period.
- (2) This section shall not apply to the General Secretary and the General Treasurer.

87. Vacancies

In the event of a vacancy in the elected National Executive Committee, the National Council shall during its meeting appoint a member of the Elected Executive Committee to the position for the remainder of the term of the office. Thereafter, the positions to be filled in by the National Council.

Division II Powers & Duties of Union Officers

88. President

The President shall:

- (1) oversee the general administration of the affairs of the Union;

- (2) endeavour to secure the observance of the Union's rules by all concerned;
- (3) preside at all Annual and Extra- Ordinary General Meetings and Executive Committee meetings and shall be responsible for the proper conduct of business;
- (4) sign the minutes of each meeting after they are approved; and
- (5) in conjunction with the General Treasurer sign cheques on behalf of the Union.

89. Vice Presidents

The duties of the Vice Presidents shall be defined by the Executive Committee from time to time. In the absence of the President one of the Vice Presidents upon appointment by the Executive Committee shall deputise for the President until such time as the President returns or the Executive Committee appoints a new President.

90. General Secretary

The General Secretary shall:

- (1) conduct the business of the Union in accordance with the Union Constitution and rules;
- (2) carry out all instructions of the AGM or the EGM and by the Executive and the Executive Committee;
- (3) attend all meetings of the Union and the sub-committees and shall record the minutes;
- (4) prepare the Annual Report and any other reports necessary for EGM and Executive Committee or as may be required by the Employment Relations Promulgations 2007 and any relevant law reference to the Employment Act 2015;
- (5) provide to the Registrar the Annual Returns of the Union on or before 30 September each year pursuant to Section 129 (1) of the Employment Relations Promulgations 2007;
- (6) provide to the Registrar on or before 30th April of each year a list of the officers of the Union, a copy of any amendment to the Constitution or rules of the Union and any new rules made by the

Union in the previous year pursuant to section 129(3) of the Employment Relations Promulgations 2007;

- (7) keep a register of all members;
- (8) initiate all payments online as approved by the Finance Committee;
- (9) in conjunction with the General Treasurer sign cheques on behalf of the Union;
- (10) Issue press statements and media releases on behalf of the Union; and
- (11) Conduct school visits, hold capacity building meetings and membership drive.

91. Assistant General Secretary

The Assistant General Secretary shall:

- (1) provide the General Secretary all the necessary assistance required to carry out the duties;
- (2) In the absence of the General Secretary, the Assistant General Secretary shall deputise the General Secretary until such time the General Secretary returns; and
- (3) The Assistant General Secretary shall record minutes of the Union meetings.

92. General Treasurer

The General Treasurer shall:

- (1) Be responsible for the scrutiny of all transactions conducted in the name of the Union;
- (2) Prepare a financial statement for each meeting of the National Executive Committee and an Annual Statement of Accounts for Audit, for presentation to the AGM;
- (3) In conjunction with the General Secretary, sign cheques on behalf of the Union;
- (4) Authorise all transactions as approved by the Finance Committee; and
- (5) The General Treasurer's position shall be honorary.

93. Personnel Officer

The Personnel Officer together with the General Secretary shall:

- (1) represent the Union at Ministry of Education. Perform various compliance tasks, such as maintaining employee records and updating policies and procedures; and
- (2) Ensure that the organization adheres to the relevant legal and ethical standards, such as health and safety, labour laws and data protection.

94. Publicity Officer

The Publicity Officer shall:

- (1) be responsible for overseeing communication;
- (2) establish links with the local media and assists General Secretary with reports and press releases;
- (3) Ensure the Union is promoted to its members as well as news and opportunities being distributed to members via newsletters and regularly updated website; and
- (4) Capture photographs of all Union activities.

95. Salary – Full Time Officers

Any officer providing services to the Union on a full-time basis may be paid a salary which shall be determined by the Executive Committee from time to time.

Secretariat Staff Positions

- Industrial Relations Officer
- Finance and Administrative Officer
- In-House Insurance / MABS Officer
- Membership/Cards Officer
- Receptionist
- Support Staff – HQ
- Support Staff - Apartment

Part VI Branches

Division 1 Establishment of Branches

96. Establishment of Branches

- (1) The AGM shall determine the places at which the Union's branches shall be established.
- (2) Only one Branch may be established in any one place.

97. Branch Committees

- (1) Each Branch shall be governed by a Branch Committee consisting of the Branch Chairperson, two (2) Branch Vice-Chairpersons, the Branch Secretary, the Branch Assistant Secretary, Branch Treasurer together with three Branch Executive Committee members, Branch Rep and a Youth Rep.
- (2) The AGM of the Branch must be held during the month of March. All members of the Branch Committee shall be voting members of the Union.
- (3) Branch positions do not overlap in the branch elections.

98. Branch Committee Meetings

The Branch Committee shall meet no less than four (4) times in each year.

99. Branch Committee Quorum

At least 50% of the members of the Branch Committee shall form a quorum.

100. Branch Annual General Meetings {AGM}

- (1) A Branch AGM shall be held in the month of March of each year.
- (2) The Branch Executive Committee shall decide the date, time and venue of the Branch AGM.

101. Notice of Branch Annual General Meeting

- (1) A notice of the Branch AGM together with a copy of agenda of such meeting shall be circulated to all members of the Branch at least seven (7) days prior to holding of the Branch AGM.
- (2) The notice of the Branch AGM shall also be published in a daily newspaper at least seven (7) days before the Branch AGM.

102. Failure to Hold an Annual General Meeting

- (1) Where a Branch fails to hold its AGM in accordance with Rules within this Division, the Branch shall be deemed to be dissolved as of 1st April of that year.
- (2) The Executive Committee of the Union shall determine the nature of the re- organization of the Branch.
- (3) The General Secretary shall administer the Branch until such time the Branch is reorganized and fresh Branch elections held.

103. Branch Extra Ordinary General Meeting

An EGM of the Branch may be called by the Branch Committee or at the request of two thirds or more of the total number of members of the Branch.

104. Notice of EGM

- (1) A notice of the Branch EGM together with a copy of agenda of such meeting shall be circulated to all members of the Branch at least seven (7) days prior to the holding of the Branch EGM.
- (2) The notice of the Branch EGM shall also be published in a daily newspaper at least seven (7) days before the Branch EGM.

105. Discussions at the Branch Extra Ordinary General Meeting

Discussions at an EGM shall be limited to those matters contained in the agenda and decisions reached thereat shall have the same validity as decisions reached by the Branch AGM.

106. Voting at Branch AGM

All members other than honorary members, whose subscriptions are not more than thirteen (13) weeks in arrears, shall be entitled to vote at the AGM or EGM of their Branch.

107. Quorum of Branch General Meetings

The quorum for Branch General Meetings shall be at least 20% of the voting members of the Branch.

108. Suspension of Branch

An AGM or EGM of the Union may suspend any Branch for refusal to carry out the rules or decisions of the AGM or EGM or a decision of the Union's Executive Committee.

109. Funds of Branch

The funds of every Branch shall be the common property of the Union and all money, books and other property of the Union held by any Branch, which is dissolved, shall be sent to the registered office of the Union immediately on such dissolution, together with a detailed statement of receipts and expenditure of the current year prepared by the Treasurer of the Branch.

Division II Election of Branch Officers

110. Election of Branch Officers

Branch Officers shall be elected for a term of **two (2) years**. AGM to be held yearly. Secret Ballot for the election of Branch Officers will be held in the manner described in Part V, however, the provisions that in so far as they may be applicable, the functions of the Executive Committee and the General Secretary set therein shall be carried out by the Branch Committee and the Branch Secretary, respectively.

111. Replacement of Branch Committee Members

In the event of the death, resignation, dismissal or transfer of any member of the Branch Committee between two Branch AGMs or when during such

period, any member is unavoidably absent from the Branch and such absence is likely to extend for a longer period than three (3) months the vacancy shall be filled by the majority decision of the Branch Committee.

112. Appointment of Branch Council Delegates

Each Branch shall be entitled to select delegates to attend the AGM meeting on the basis of one (1) delegate for ten (10) voting members of the Branch.

113. Branch Representative

- (1) Each established Branch of the Union shall have one representative duly elected at the Annual General Meeting of the Branch as a member on National Executive Committee.
- (2) In the event of the elected representative of a Branch being unable to attend a meeting of the Executive Committee such a Branch may send a substitute who must be a member of the Branch Executive Committee, and who must submit to the Chairman of the meeting an authority duly signed by the Chairman or the Secretary of such branch.
- (3) In the event of the representative of any Branch failing to attend three consecutive meetings of the Executive Committee, such a representative shall cease to be a member of the Executive Committee. The Branch shall then elect another representative and inform the Secretariat of the Union.

114. Branch Chairperson

The Chairperson shall:

- (a) preside over all business meetings of the Branch;
- (b) sign all minutes;
- (c) supervise the executives of the Branch and its officers;
- (d) have the right to inspect all Branch papers and books;
- (e) have the power to order a special meeting of the Branch Committee to be called as and when considered to be necessary.

115. Branch Vice Chairpersons

The Vice Chairpersons shall have powers as defined by the Branch Committee. In the absence of the Branch Chairperson, one of the Vice Chairpersons appointed by the Branch Committee shall deputise for the Chairperson until such time as the Chairman returns or clause 113 becomes applicable.

116. Branch Secretary

The Branch Secretary shall:

- (a) conduct the business of the Branch in accordance with the rules and the Constitution of the Union;
- (b) carry out the instructions of the branch committee;
- (c) keep a register of the names and addresses of all Branch members;
- (d) summon and attend to branch meetings;
- (e) shall attend to all complaints from individual members of the Branch, and submit their cases to the General Secretary of the Union for further action if required;
- (f) be responsible for the safeguarding of all records contained in the personal files of members of the Branch and shall regard the information contained therein as being held in confidence; and
- (g) keep a record of all proceedings of all Branch meetings.

117. Branch Assistant Secretary

The Branch Assistant Secretary shall:

- (a) assist the Branch Secretary in carrying out his/her duties;
- (b) act as the Publicity Officer of the Branch, closely with the Union's Publicity Officer in all matters relating to publicity work in the Branch;
- (c) deputise the Branch Secretary in the latter's absence.

118. Branch Treasurer

The Branch Treasurer shall:

- (a) in conjunction with the Branch Secretary be responsible for the collection of all contributions and subscriptions from cash-paying members;
- (b) be responsible for the safety of all monies and property of the Union placed in his/her care or control;
- (c) keep full and accurate accounts of all transactions conducted by the Branch in the name of the Union;
- (d) prepare a financial statement for each AGM of the Branch and at any time may be required by the Branch Committee; and
- (e) Prepare and submit quarterly financial reports to the Branch Executive Committee and Executive Committee.

Part VII Removal of Officers

119. Motion of No Confidence

- (1) All motions of non-confidence in, or removal of any office bearer of the Union or a Branch shall not be entertained by the person presiding at any meetings, unless;
 - (a) At least twenty-one (21) days written notice of the motion has been provided to the General Secretary
 - (b) At least fourteen (14) days written notice of the motion has been provided to the Branches of the Union; and
 - (c) at least fourteen (14) days written notice of the motion has been provided to the officer against who the motion is directed against.
- (2) No such motions shall be declared to have been passed by any meeting unless it shall have been supported by votes of least two-thirds of all the persons entitled to vote at such a meeting.

120. Persons Entitled to Bring Motions

A motion of no confidence may only be brought against an Officer of the Union by a Branch where the Branch has obtained the written approval of the motion by at least 50% of the members of the Branch entitled to vote. A motion of no confidence may only be brought against a Branch Officer by a member of the Branch upon obtaining written approval of at least 20% of the members of the Branch entitled to vote.

Part VIII Disciplinary Matters

121. Members Breaking Union Rules

- (1) All members must abide by the provisions of the Constitution, all rules of the Union, decisions of the Executive Committee, decisions of the AGM or the EGMs of the Union.
- (2) Any member breaking the rules may be liable to a fine not exceeding five hundred dollars (\$500.00), suspension or expulsion by the Disciplinary Committee.
- (3) Any member fined, suspended or expelled shall have the right to appeal to the Appeals Committee.

122. Penalty

- (1) If any member is proved, to the satisfaction of the Disciplinary Committee to have been guilty of conduct prejudicial to the interests of the Union or to be in breach of clause 123 of the Constitution, the Disciplinary Committee may:
 - (a) fine such a member a sum not exceeding five hundred dollars (\$500.00) and/or;
 - (b) suspend such a member from the Union for a period not exceeding twelve months, or
 - (c) expel such a member from the Union.
- (2) Failure of a member to pay any fine levied against the said member within twenty (21) days shall result in the expulsion of the member from the Union. Such an expulsion shall be without a right of appeal.

Part IX Disputes

123. Notification of Grievance or Dispute to Executive Committee

In the event of any trade dispute arising between members and their employers, the members concerned shall make the same known to the Branch Secretary who shall immediately report the issue in dispute to the General Secretary or the Secretariat who shall attend to all grievances. In the instance of urgent matters, affected members may directly report their grievance to the General Secretary or the Secretariat and inform their respective Branch Secretary of this.

124. Compliance with Employment Relations Promulgation 2007

The Union shall at all times comply with the Employment Relations Promulgation 2007 in the pursuance of the settlement of any dispute or grievance of the Union or its members.

125. Use of Dispute Resolution Remedies in the Employment Relations Promulgation 2007

The Union shall be entitled to seek all remedies available to the Union and its members in pursuance of any grievance of the members or the Union and the settlement of any trade dispute / strike under the Employment Relations Promulgation 2007 (Part 18 – Clauses 174-184).

Part X Use of Funds

126. Use of Funds

The funds of the Union shall be solely for the payment of:

- (a) salaries, allowances and expenses of officers of the Union;
- (b) expenses for the administration of the Union including audit of the accounts of the funds of Union;
- (c) charges arising out of prosecution or defence of any legal proceedings to which the Union or any member is a party, when such prosecution or defence is undertaken for the

- purpose of securing or protecting any rights of the Union as such or any rights of any member with his employer;
- (d) expenses incurred through conduct of trade disputes on behalf of the Union or any member;
 - (e) allowance to members or their dependents on account of death, retirement or sickness as stipulated in the condition of Mutual Aid Benefit Scheme/In-house Insurance;
 - (f) subscriptions, fees and contributions necessary for affiliation to any Trade Union federation or other lawful trade Union organizations in Fiji or overseas;
 - (g) social insurance, incidental expenses or along with medical aid, as stipulated in the Mutual Aid Benefit Scheme terms and conditions;
 - (h) expenses incurred on trade Union business by officers and members of the trade Union;
 - (i) the erection of any building or the purchase or lease of any building or land required for the purpose of the trade Union and for the rent, upkeep and furnishing thereof;
 - (j) contribution with the approval of the Registrar, to any registered trade Union for the purpose of assisting such trade Union in financial difficulties;
 - (k) contributions to any charitable, educational, cultural institution or society approved by the Registrar;
 - (l) costs involving the educational, cultural and vocational training of members for Union business as approved by the Registrar and any incidental expenses thereof;
 - (m) cost towards the organization of any workshops and trainings, theatrical performance, concert, reception, dance, sports meeting or excursion;
 - (n) the purchase of books, newspaper and other literature. Costs involving the editing, printing, publication and circulation of any book, newspaper or other periodical, bulletin/pamphlet or other printed literature for the

- advancement of the lawful objects of the trade Union or the promotion of the interests of its members;
- (o) the provision of social and welfare amenities for its members as per provision of Mutual Aid Benefit Scheme;
 - (p) interest on loans and income and other legally imposed taxes;
 - (q) provision of travel and medical insurance covered annually while attending executive meetings overseas;
 - (r) the funds of the Union which are not required for current expenses may on the direction of the Executive Committee be invested by the General Treasurer and the General Secretary in Government securities, or in such other securities as the Executive Committee may approve; and
 - (s) the financial year of the Union shall commence on the 1st day of January of each year and terminate on the 31st day of December of the same year.

Part XI Levies

127. Executive Committee May Impose Levies

The Executive Committee may recommend that a levy be imposed upon all members of the Union provided that such levy shall not be imposed unless agreed to by a secret ballot held at the Annual or Extra- Ordinary General Meeting.

128. Failure to Pay Levies

If any member fails to pay a levy imposed in pursuance of clause 131 above within a period specified by the Union Annual or Extra- Ordinary General Meeting such member shall be regarded as being in arrears of subscriptions and shall cease to be entitled to any of the rights and privileges of a voting member as contained in Clause 17.

Part XII Accounts

129. Auditors

One or more independent qualified auditors shall be appointed at the AGM or EGM.

130. Auditing of Accounts

- (1) The General Treasurer shall cause all the accounts of the Union to be audited as soon as possible after the close of each financial year and at all other times when required by the Union or by law.
- (2) All books and accounts of the Union will be examined and a certificate as to their correctness or otherwise be given by the auditor. A report by the auditor shall be made available to the members at the AGM or the EGM.
- (3) The Union through the General Secretary shall file annual returns of the Union on or before 30 September in each year together with a copy of the auditor's report.

131. Auditors Report to Be Made Available to Members

A copy of an audited financial report of the funds of the Union shall be conspicuously placed at the office of the Union where it may be conveniently examined by any member.

132. Inspection of Books

Any financial member shall be allowed at any reasonable time to inspect the account books and the registration of members. Applications to do so must be made to the General Secretary or the General Treasurer in writing.

Part XIII Rules of the Union

133. Rules to be made available to members

A copy of these rules shall be obtained by any new and thereafter on demand payment of the sum of ten dollars (\$10.00) or cost of equivalent to printing a copy.

134. Rules to be displayed in the registered office

A copy of the Rules shall be prominently displayed in the registered office of the Union.

135. Amendment of Constitution

- (1) The AGM or EGM of the Union shall have powers to amend the Constitution of the Union through a majority decision.
- (2) The Union shall notify and file any new rules or amendments of the Constitution with the Registrar in the manner prescribed and in accordance with the Employment Relations Promulgation 2007.

Part XIV

Dissolution and Amalgamation

136. Dissolution

The Union shall not be dissolved except with the consent of two third or more of the total voting membership of the Union obtained by means of secret ballot held at the AGM or EGM

137. Settlement of Accounts

In the event of the Union being dissolved, all debts and liabilities legally incurred on behalf of the Union shall be fully discharged and the remaining funds together with the proceeds of the sale of any assets of the Union (excluding any provident or welfare fund which may have been established) shall be divided among all financial members in equal proportion or otherwise disposed of in accordance with a resolution passed at the meeting at which the dissolution was approved.

138. Notice to the Registrar

When the Union is dissolved notice of the dissolution signed by the General Secretary and seven voting members shall be sent by the General

Secretary to the Registrar of Trade Unions within fourteen days of the date of the Meeting at which the dissolution was agreed to.

139. Amalgamation

The Union shall not amalgamate with any other Union unless

- (1) a secret ballot on the proposed amalgamation is taken at the AGM or EGM;
- (2) at least half the votes of voting members in the AGM or the EGM meeting are cast and recorded;
- (3) such votes cast and recorded those in favour of the amalgamation exceed by one fifth or more the votes against the amalgamation;
- (4) All requirements under the Employment Relations;
- (5) Promulgation or any successor legislation is met.

SOLIDARITY FOR EVER

When the Union's inspiration through the workers' blood shall run

There can be no power greater anywhere beneath the sun

Yet what force on earth is weaker than the feeble strength of one

But the Union makes us strong

Solidarity forever

Solidarity forever

Solidarity forever

For the Union makes us strong

Is there aught we hold in common with the greedy parasite?

Who would lash us into serfdom and would crush us with his might?

Is there anything left to us but to organize and fight?

For the Union makes us strong

Solidarity forever

Solidarity forever

Solidarity forever

For the Union makes us strong

It is we who plowed the prairies, built the cities where they trade

Dug the mines and built the workshops, endless miles of railroad laid

We stand outcast and starving, midst the wonders we have made

But the Union makes us strong

Solidarity forever

Solidarity forever

Solidarity forever

For the Union makes us strong

All the world that's owned by idle drones is ours and ours alone

We have laid the wide foundations, built it skyward stone by stone

It is ours, not to slave in, but to master and to own

While the Union makes us strong

Solidarity forever

Solidarity forever

Solidarity forever

For the Union makes us strong

They have taken untold millions that they never toiled to earn

But without our brain and muscle, not a single wheel can turn

We can break their haughty power, gain our freedom when we learn
That the Union makes us strong
Solidarity forever
Solidarity forever
Solidarity forever
For the Union makes us strong
In our hands is placed a power greater than their hoarded gold
Greater than the might of armies, magnified a thousand-fold
We can bring to birth a new world, from the ashes of the old
For the Union makes us strong
Solidarity forever
Solidarity forever
Solidarity forever
For the Union makes us strong

FIJI TEACHERS UNION

(THE CHILD OUR HOPE)

REG No. RTU/20/18 ESTABLISHED 1930

REGISTERED UNDER THE TRADE UNIONS ORDINANCES, 1964

APPLICATION FORM FOR MEMBERSHIP

I hereby apply for the membership for the above Union. I pledge that I shall abide by the Union's constitution which is at present in force and which may be promulgated from time to time. The necessary particulars about me are hereunder given that I sincerely believe the same to be true to the best of my knowledge and belief.

APPLICANT'S INFORMATION - Branch: _____

Title: [Mr. / Mrs. /Ms] Name: _____

Date of Birth: ____/____/____ Employment # No: _____

FTRA Number: _____ FNPF: _____

Email Address: _____

Gender: Male _____ Female: _____ Marital Status: _____

If married, name of spouse: _____

Occupation of Spouse: _____

Name of Children: (1) _____

(2) _____

(3) _____

Home Address: _____

Residential Contact: _____ [R] _____ [M]

Qualification: _____ Year of appointment to teach: _____

Teaching Training (Institution): _____

Name of kin: _____

Contact details of kin: _____

Applicants Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Date Received: _____

Approved	
Rejected	

MEMBERSHIP NO: _____

RECEIPT NO _____

DATE ISSUED: _____

ENDORSED BY:

MUNIAPPA GOUNDAR

Muniappa

GENERAL SECRETARY

SASHI MAHENDRA SHANDIL

Sashi

NATIONAL PRESIDENT



